

ANNEXURE D



Mabalingwe Common Property Association (MCPA)

MABALINGWE CONTRACTORS' RULES AND REGULATIONS

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RELEVANCE

A Contractor includes but is not limited to all building contractors, sub-contractors, housekeeping companies, maintenance companies and individuals who do constant maintenance work at houses or units on Mabalingwe Nature Reserve.

ACCESS CONTROL

- a) All Contractors working on Mabalingwe Nature Reserve must be registered with the Mabalingwe Common Property Association (MCPA) for Security and access control purposes
- b) Method of registration:
- i. To be done at the MCPA Control Room at the Mabalingwe Main Gate
 - ii. Individuals working for less than five (5) days per year will be issued with a daily contractor's permit
 - Present valid RSA ID document or valid work permit in the case of non-RSA citizens
 - Pay the minimal fee for the daily permit
 - iii. Individuals working for more than five (5) days per year (referred to as medium- or long-term contractors) will be required to do a security clearance
 - Present valid RSA ID document or valid work permit in the case of non-RSA citizens
 - Complete the **Consent for security clearance (Annexure A)** form with all required detail
 - Have fingerprints and photo taken
 - Pay the security clearance and access fee
 - Security Clearance results will be available within 5 hours
 - The individual can complete the first day of work without delay
 - iv. If the security clearance reflects NO CRIMINAL RECORD
 - The individual will be registered on the Facial Recognition system of the MCPA.
 - v. If the security clearance REFLECTS A CRIMINAL RECORD
 - A complete police report will be obtained
 - The individual will not be allowed access to Mabalingwe until this report has been received (between 14 to 40 days).
 - Results will be interpreted by MCPA Management.

- If the report reflects no serious offense, the individual will be registered on the Facial Recognition system of the MCPA and access will be granted from the day following the results.
 - If the report reflects any serious offense, access will be denied.
 - The Supervisor or Contractor will be informed of the results.
 - No refunds will be given if an individual is denied access.
- vi. Facial Recognition are valid for a specific year, after which the registration process will be repeated.
- vii. If a security clearance is only done after September, the security clearance will be valid until the end of the following year.
- c) Method of access
- i. All contractors will be allowed access through the Mabalingwe Contractors gate or Mabalingwe Main Gate, as set out in the current ***MCPA Access Control Procedure for Contractors (Annexure B)***
 - ii. Home- and landowners must notify the MCPA of any contractor that would be required to access their unit or property by supplying the information as set out in the ***Contractors' pre-announcement form (Annexure C)***
- d) Any contractor vehicle will be required to have visible signage in either of the following ways:
- i. Branding on the vehicle to identify the contracting company.
 - ii. If the vehicle is not branded, the Contractor should obtain a Mabalingwe Contractor magnet (set of 2 magnets) from the Main Gate (no cost involved).
 - The magnets should be signed out at the gate on the applicable record
 - The magnets should be applied to the vehicle and be clearly visible
 - Upon exit, the magnet set should be handed in, and the record signed
 - If a magnet is lost, the cost of the magnet will be payable before entry is allowed again.
 - iii. A contractor vehicle entering any Mabalingwe Gate to access the Smallholdings or private farms within Mabalingwe will also be required to comply with contractor vehicle regulations regarding signage.
- e) The MCPA has the right to search all contractor personnel and vehicles when exiting any of the gates on Mabalingwe.

CONTRACTOR RULES

- a) Allowed working hours for Contractors on Mabalingwe:
- Mondays to Thursdays 07:00 – 17:00
 - Fridays 07:00 – 15:00
 - No work will be allowed on weekends and public holidays unless prior permission is given by the Owner of the unit and the Trustees of that Body Corporate.
 - No contractors will be allowed to overnight on the property
- b) All building contractors must be registered with the NHBRC before being allowed to build on the Reserve
- c) All building contractors must have Public Liability Cover of at least R2, 000,000 (Two Million Rand) before building can commence
- d) All Contractors will be required to sign a ***Contractors' Indemnity Agreement (Annexure D)***, which includes:
- The Contractor shall bear full responsibility for ensuring that the provisions of OHSACT and its regulations are properly implemented in the areas for contractual work in respect of all aspects of the work to be undertaken and that all other laws that pertain to that work will also be complied with.
 - The Contractor shall be responsible for the well-being in relation to the health and safety of all persons coming upon/into the area in accordance with OHSACT, subject to any directives issued by the company.
- e) Delivery trucks smaller or equal to a ten (10) cubic meter tipper are allowed to drive through to any site on Mabalingwe. For larger trucks, special permission will need to be obtained from the MCPA. The MCPA may request that materials be off-loaded at a special designated areas and transported to the specific site.
- f) No walking between sites or from a site to a gate will be allowed
- g) Fires for cooking or other purposes will not be permitted, and contractors shall ensure approved alternative meal arrangements are made. Employers must ensure that their employees do not make fires for any purposes whatsoever
- h) Contractors and their employees guilty of poaching will be handed over to the SAPS. Guilty contractors will be denied future access
- i) Contractors are to refrain from making unnecessary noise while working on the sites

HOUSEKEEPING AND TIDINESS OF SITES

- a) The site must be kept as clean as possible of building rubble, and general cleaning and good housekeeping practice must take place during building operations
- No concrete, dagga, cement or such may be mixed or prepared on any roadways, curbs or pavements.
 - The Contractor is responsible for the removal of any sand or rubble that may have washed or moved into the road and must ensure that the roads and the vicinity of his site are always kept neat and tidy, including materials or mud or spoil being driven or dropped onto the road or sidewalk.
 - Materials that a supplier of the Contractor off-loads may not encroach onto the adjacent sites, bush, sidewalk or roadway
 - No rubbish may be burnt or buried on site. No form of paper, cement bags, tile off-cuts, ceiling boards, roof tiles, rubble, or the like to be left lying around, nor be allowed to blow off the site
 - On completion of the work, the site must be entirely cleared of all rubble, surplus materials, and be impeccably clean, and the vegetation re-instated, all to the satisfaction of the Body Corporate
 - All building rubble must be taken away by the Contractor to the nearest municipal dump site – please note that Mabalingwe does not have a dumping site.
- b) Contractors must ensure special care in their handling of materials that can pollute or contaminate groundwater and run-off water
- c) Neither the Contractor nor its suppliers may dump or dispose of any waste (e.g., oil, cement, dagga, paint, thinners, tile grout, tile adhesive, rhino lite, chemicals, fuel etc.) on the site or surrounding bush
- d) The owner is responsible for getting their Contractor to clean the property during and after building or maintenance. If the Contractor does not clean the property within two (2) weeks after the completion of work, the property will be cleaned at the owner's expense.
- e) The fauna and flora must be protected at all times.
- No fauna, flora or firewood may be removed from Mabalingwe.
 - No animal or other specie may be removed from Mabalingwe.
- f) There must always be supervision at sites for the duration of any contractual work.

- g) The owner must ensure that the following is available to contractors on site:
- Toilet facilities
 - Clean water
 - Waste disposal

ANNEXURES

All current and relevant Annexures are available at the MCPA Control Room

Annexure A – Consent for security clearance

Annexure B – MCPA Access Control Procedure for Contractors

Annexure C – Contractors' Pre-announcement form

Annexure D – Contractors' Indemnity Agreement

PLEASE NOTE:

All the above rules and regulations will be subject to the underlying rules and regulations of the Body Corporate in which the work/construction takes place.